



U.S. Department of Transportation
Federal Highway Administration

MERIT PROMOTION VACANCY ANNOUNCEMENT

NUMBER: LF0180WL

OPENS: 07-17-00

CLOSES: 08-07-00

All application materials/documents must be received by 08-07-00.

POSITION: Management Resources Specialist, GS-301-07/09

PROMOTION POTENTIAL: The full performance level of the position is GS-09. If selection is made at the GS-07 level, the individual selected may be promoted to GS-09 without further competition. There is no known promotion potential beyond the GS-09 level.

LOCATION: Western Federal Lands Highway Division (WFLHD), Vancouver, Washington

AREA OF CONSIDERATION: WFLHD-wide. Individuals in the local commuting area of the duty station (Vancouver, Washington) covered under 5 CFR 330.601 CTAP - Career Transition Assistance Plan will receive special selection priority.

SUMMARY OF DUTIES: The incumbent of this position is responsible for providing organizational development support, administering and coordinating employee development and training for the Western Federal Lands Highway Division, and for providing support in the areas of staffing, classification, and benefits. Specific duties include: Develops procedures, guidelines and instructions for WFLHD training administration; assists in studies, projects and programs related to organizational development; manages FHWA Learning and Development System (LADS) for WFLHD; prepares and reviews approved training plan; analyzes the need and arranges for on-site and off-site training; prepares training and budget reports and registers employees for training; advises managers and supervisors on merit promotion principles, provisions in merit promotion plan, and on the advantages for different staffing methods and sources in locating well-qualified candidates; assists in developing rating criteria for internal and external recruiting; provides status updates on personnel actions to managers and supervisors; develops and disseminates a wide variety of personnel information to internal staff to include notifications of selections, promotions, and upcoming vacancies, and guidance on personnel issues; assists the Construction Branch and other units in developing and implementing school outreach activities for WFL volunteer program; develops and updates employee orientation program materials to supplement standard HQ information; conducts desk audits, analyzes facts gathered about positions, selects and applies the appropriate classification standards, makes position classification recommendations, and prepares evaluations for approval by appropriate staff.

QUALIFICATIONS REQUIRED:

GS-07: Candidates must have a minimum of one year of specialized experience equivalent to the GS-5 level or 1 full year of graduate level education or superior academic achievement.

GS-09: Candidates must have a minimum of one year of specialized experience equivalent to the GS-7 level or a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or L.L.B. or J.D., if related.

Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent one year of full-time study.

For additional information on qualifications, please refer to the OPM Operating Manual-Qualification Standards for General Schedule Positions, Group Coverage Qualification Standards for Administrative and Management Positions (specifically GS-301) available in most Federal government personnel offices.

Note: Well-qualified for CTAP candidates means an eligible employee who possesses the knowledge, skills, and abilities (KSAs) which clearly exceed the minimum qualification requirements for the position. A well-qualified employee must satisfy the following criteria: In addition to meeting minimum qualifications, including selective factors, education, and experience requirements, the employee must meet each of the rating factors/KSAs established and be able to perform the duties of the position upon entry.

EVALUATION METHOD: A determination of basic eligibility will be based on each applicant's personal qualifications. All qualified candidates will be further evaluated on the relevance of their experience, education, training, self-development, honors, awards, and outside activities in relation to each rating factor/KSA expressed in terms of Knowledges Skills and Abilities (KSAs) necessary to successfully perform the duties of the position.

RATING FACTORS/KSAs: The rating factors/KSAs for this position and their relative importance (expressed in percentages) are listed below and on the Supervisory Assessment.

	GS-7	GS-9	KSA
1.	30%	25%	Ability to apply fact finding, analytical, and problem solving techniques, and to independently plan and complete work.
2.	30%	25%	Ability to communicate effectively both orally and in writing with individuals at all levels.
3.	15%	20%	Knowledge of employee development and training principles, policies, and regulations as prescribed by DOT, FHWA, and OPM.
4.	15%	20%	Knowledge of commonly applied personnel principles, concepts, and practices in staffing and position classification.
5.	10%	10%	Ability to use computers and a variety of computer software, such as data base management, spreadsheet, word processing, etc.

HOW TO APPLY: Please submit the following documents:

- (1) FHWA employees submit Form FHWA-1499, Application for FHWA (FMCSA) Employees. The form can be sent via regular mail or submitted electronically through the agency GroupWise E-mail system to the LHRC mailbox. **Specify lowest grade for which you wish to be considered.**
- (2) A narrative description of how you meet the rating factors/KSAs; FHWA 1499 item 9 or supplemental statement.
- (3) A completed supervisory assessment (attached) which may be submitted separately.
- (4) Applicants requesting consideration under CTAP must be well qualified (see definition in QUALIFICATIONS REQUIRED) and submit documented proof that they meet the requirements of 5 CFR 330.605(a) for CTAP. Documented proof must include a copy of the agency notice, a copy of their most recent performance rating

and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP eligible.

SUBMIT APPLICATION TO: Federal Highway Administration
Lakewood Human Resources
Attn: Ruth Croghan (LF0180WL)
555 Zang Street, Room 400
Lakewood, Colorado 80228
Group-wise E-mail: LHRC.LHRC@fhwa.dot.gov
FAX: 303-969-5790

CONTACT INFORMATION: Ruth Croghan, 303-969-5772 ext. 309
E-mail: Ruth.Croghan@fhwa.dot.gov

This announcement, forms, and additional information regarding Federal employment is available on the Office of Personnel Management's (OPM) Internet website at www.usajobs.opm.gov.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Equal Employment Opportunity: All qualified candidates will be considered regardless of race, color, religion, national origin, sex, political affiliation, age, handicap, sexual orientation or other non-merit factors.

Privacy Act: Your application contains information subject to the Privacy Act (P.L. 93-597.5 USC 522). The information is used to determine qualifications for employment, and is authorized under Title 5 U.S.C. Code, Sections 3302 and 3361.

SUPERVISORY ASSESSMENT

NUMBER: LF0180WL

CLOSES: 08-07-00

APPLICANT'S NAME:

POSITION: Management Resources Specialist, GS-301-07/09

INSTRUCTIONS: BOTH FIRST- AND SECOND-LEVEL SUPERVISORS MUST SIGN THIS FORM. This form lists the rating factors/knowledge, skills and abilities (KSA's) which are necessary for successful performance in this position.

FIRST-LEVEL SUPERVISOR: Please provide comments on each Rating Factor/KSA under Part A.

SECOND-LEVEL SUPERVISOR: Please provide your comments under Part B.

PART A: RATING FACTORS/KNOWLEDGE, SKILLS AND ABILITIES (To be completed by first-level supervisor.)

	GS-7	GS-9	KSA
1.	30%	25%	Ability to apply fact finding, analytical, and problem solving techniques, and to independently plan and complete work.
2.	30%	25%	Ability to communicate effectively both orally and in writing with individuals at all levels.
3.	15%	20%	Knowledge of employee development and training principles, policies, and regulations as prescribed by DOT, FHWA, and OPM.
4.	15%	20%	Knowledge of commonly applied personnel principles, concepts, and practices in staffing and position classification.
5.	10%	10%	Ability to use computers and a variety of computer software, such as data base management, spreadsheet, word processing, etc.

First-Level Supervisor Signature

PART B--NARRATIVE COMMENTS (To be completed by second-level supervisor.) Additional sheets may be attached, if necessary.

Second-level Supervisor

Signature

Pursuant to the Privacy Act of 1974, upon employee request to the Office of Personnel and Training for disclosure of his/her Supervisory Assessment, it will be necessary to provide this information to the employee.

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FHWA-1499

APPLICATION FOR FHWA (FMCSA) EMPLOYEES

LF0180WL

Number:

Closes: 08-07-00

1. NAME:

2. JOB TITLE, GRADE AND SERIES IN ANNOUNCEMENT:

3. LOCATION{s} APPLYING FOR:

4. MAILING ADDRESS:

5. TELEPHONE NUMBERS (include area code{s}):

Day:

Evening:

6. WORK EXPERIENCE: Please list assignments related to the advertised position/occupation:

From/To Dates

Title/Grade

Organization/Location

7. RATING ON LAST PERFORMANCE EVALUATION:

☐ Outstanding

☐ Meets or Exceeds Requirements

☐ Fails to Meet Requirements

8. NAME(S), TITLE(S), AND TELEPHONE NUMBER(S) OF CURRENT & PRIOR TWO SUPERVISORS

9. RATING FACTORS/KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): Please describe how your experience, training, awards, etc. relate to the Rating Factors/KSAs for this position. (Expand the space to meet your needs, but please do not exceed one page per Rating Factor/KSA.)

10. What is your highest grade held []

Dates From [] To []

11. Applicant Signature_____

Date _____